

Professional and Managerial Branch
Engineering Group
Engineering Associate Series

WATER UTILITIES ENGINEER ASSOCIATE

9/99 (SAC)

Summary

Under general supervision, plan, develop and implement assigned engineering projects and supervise technical and clerical personnel, as assigned.

Typical Duties

Prepare water and wastewater facilities, construction and other engineering projects plans, specifications and estimates. Involves: performing design drafting and making related computations; determining if projects will require adjusting or relocating water and sewer lines; coordinating projects with local utilities to insure construction will not conflict with existing or proposed underground or overhead utilities; collaborating with Utilities' divisions managers on projects related to water supply and distribution, wastewater treatment or similar process engineering system activities to improve Utility operating efficiency; preparing complex surveys for metes and bounds and legal descriptions; platting profiles and cross-sections; obtaining required right-of-way easements.

Monitor contracted Water Utilities' construction and other projects to ensure that quality and engineering standards are met. Involves: interpreting plans and specifications of Water Utilities' projects being completed under contract; reviewing, evaluating and correcting contract documents and other documents; conducting field visits and inspections; inspecting and testing workmanship and materials used in construction projects; reporting deficiencies to contractor during warranty period; reviewing and checking bid estimates.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform other professional managerial duties. Involves: substituting for supervisor or subordinates during temporary absences to maintain continuity of operation, or for coworkers regarding designated issues, if assigned; maintaining a variety of complex records; representing the Water Utilities at public hearings and meetings.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Civil, Sanitary, Chemical or Environmental Engineering and either two (2) years of professional engineering experience in a water or wastewater utilities operation or one (1) year of such experience and eighteen (18) semester hours graduate coursework in Civil, Sanitary, Chemical or Environmental Engineering; or and equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: principles and practices of civil engineering as it relates to water and wastewater systems, and facility design and operation; methods, materials, tools and equipment used in water and wastewater construction; cost determination and work efficiency determination techniques. Good knowledge of: administrative and managerial practices and procedures. Some knowledge of: supervisory techniques; federal, state and local laws, codes and ordinances as they apply to water and wastewater utility projects.

Ability to: prepare designs, plans and specifications; determine project costs; interpret plans and specifications and identify defects; supervise, train and evaluate assigned personnel; express oneself clearly and concise, both orally and in writing; establish and maintain effective working relationships with fellow employees and the general public; maintain records and prepare reports.

Skill in safe care and operation of: personal computer or network work station, including computer-aided drafting and design (CADD) software, a motor vehicle.

Physical Requirements: Occasionally move across uneven terrain, climb, bend and stoop to conduct field inspections at construction sites and work under all weather conditions; drive through city traffic.

Licenses and Certificates: Texas Class "C" Driver' or equivalent license issued by another state required by time of appointment.

- The title of Water Utilities Engineer may be used provided registration as a professional engineer in the State of Texas has been obtained.

Director of Personnel

Department Head

OFFICIAL